

# SiteManager Training Manual



Module E  
Chapter 2

**Change Orders**  
**Process List**

Section E-2-1

## **Printing the Change Order**

Student's Version

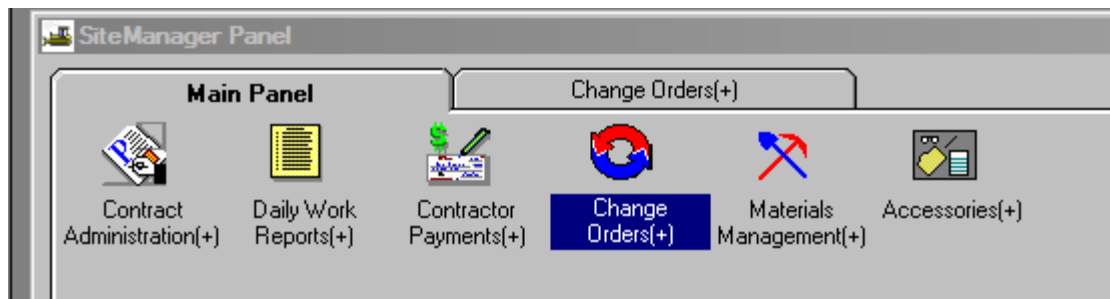
Indiana Department of Transportation  
December 2007, Version 3.7b

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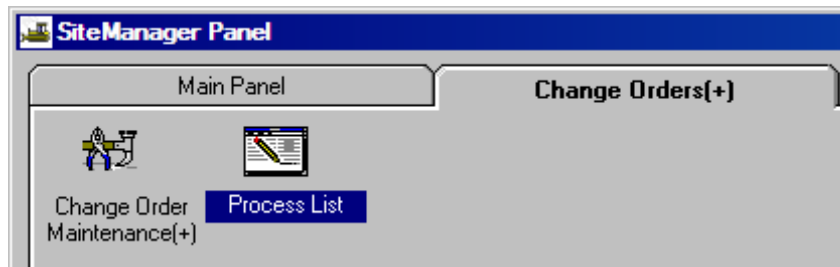
# Printing the Change Order Report

This document will illustrate how to generate and print the Change Order Report.

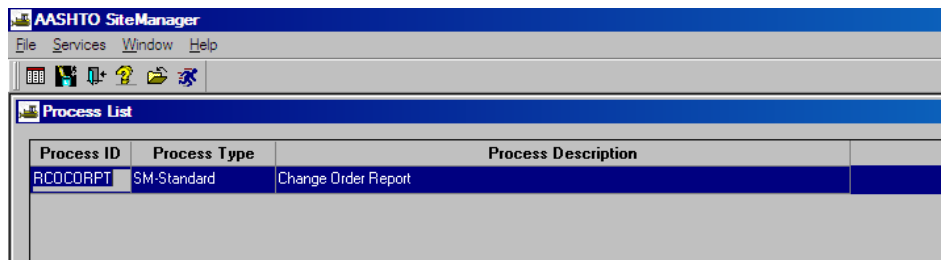
**NOTE:** This document can only be utilized for active Contracts while connected via CITRIX. This document cannot be used while in the Training database.



“Double-click” on **Change Orders (+)**.



“Double-click” on **Process List**.



“Click” on **Process ID RCOCORPT** “Change Order Report”.

“Click” on the **Run Process**  button on the toolbar.

Cont Id	Fed St Prj Nbr	C O Nbr	CO Change Order Desc
R -90003	STP 3387005	009	Claim No. 3
R -90003	STP 3387005	010	Delays caused by utility relocations.
R -90003	STP 3387005	011	Material Price Adjustment
R -90003	STP 3387005	012	Delay due to ROW property dispute.
R -90003	STP 3387005	013	Replace existing MH Covers and Rings. Adjust to new grade.
R -90003	STP 3387005	014	Adjust Valve Boxes in roadway
R -90003	STP 3387005	015	Install shoring under damaged overpass
<b>R -90004</b>	<b>STP 3387005</b>	<b>001</b>	<b>Creating work</b>
R -90007	STP 3387005	003	Additional Clearing for RoW Changes
R -90007	STP 3387005	001	Extrawork for additional Grading
R -90007	STP 3387005	002	Time Adjustment

Select and highlight the appropriate **Contract ID** and **Change Order Number**.  
 “Click” the **Submit** button at the bottom of the panel.

**Client Job Monitor**

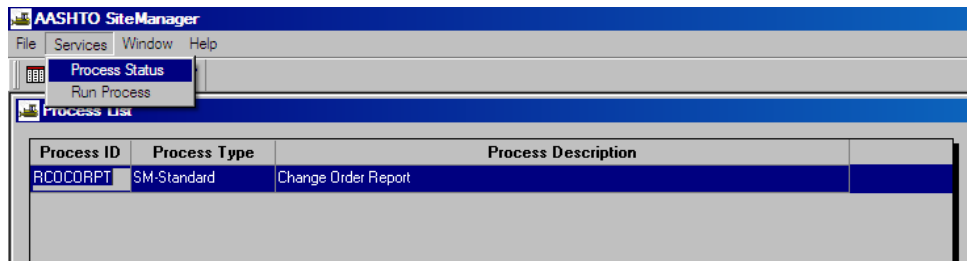
Process RCOCORPTF submitted.

“Click” the **OK** button.

**DPS Status Monitor**

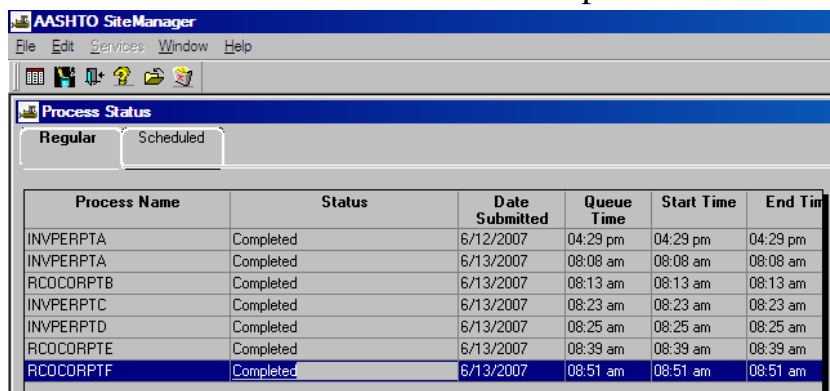
Profile RCOCORPTF for process RCOCORPT has completed

“Click” the **OK** button.



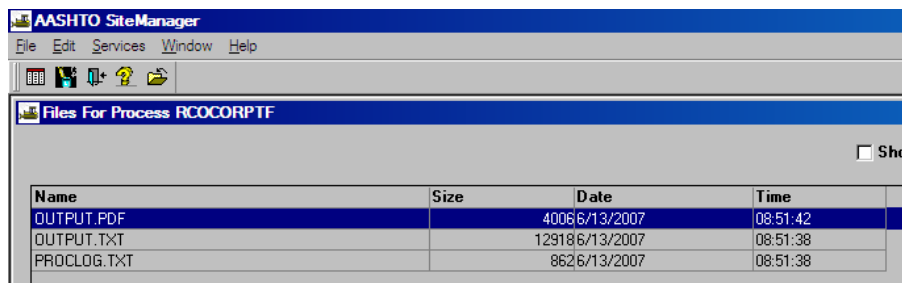
“Click” on **Services** on the Menu bar.

“Click” on **Process Status** on the drop-down menu.

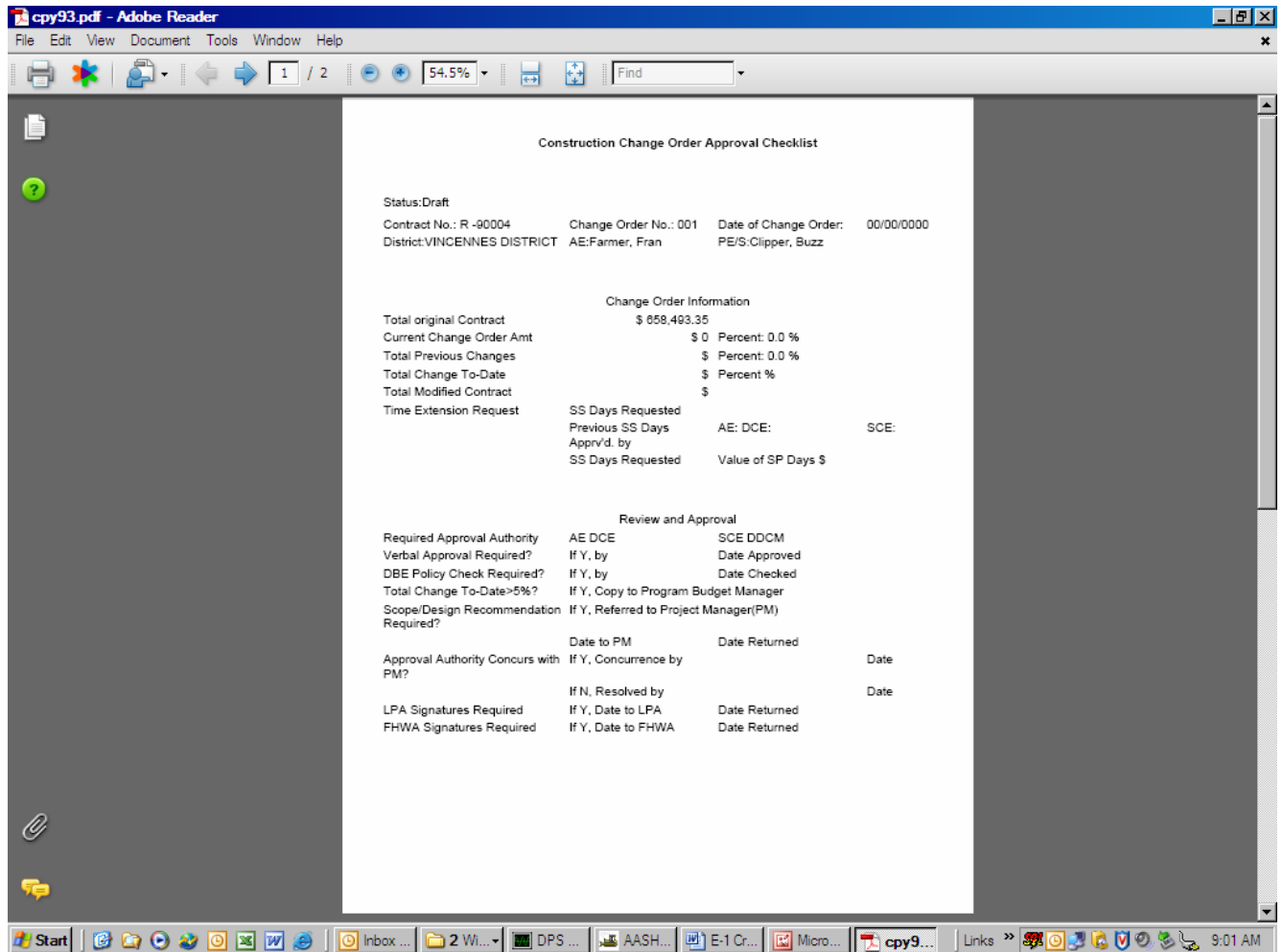


“Double-click” on the appropriate report.

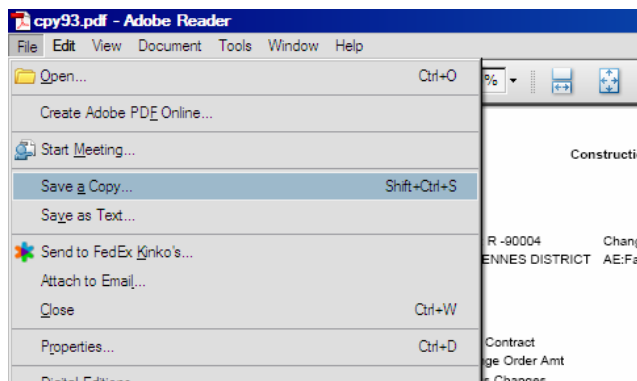
Note: the most recent run processes will be at the bottom of the listing. Dates and times are listed to aid in differentiating between reports.



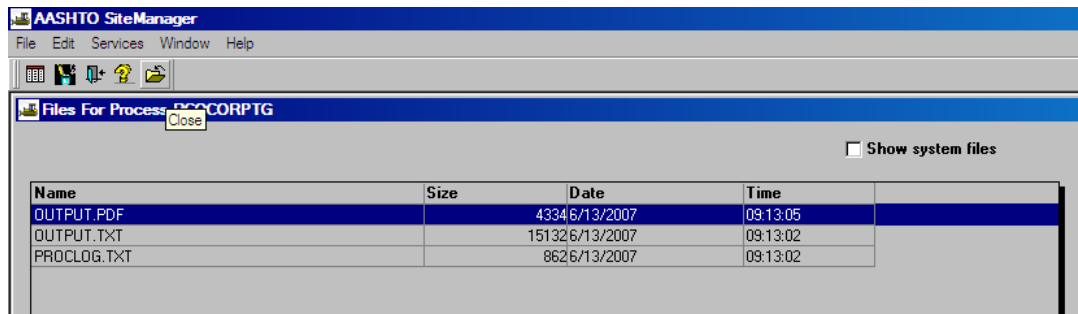
“Double-click” on **OUTPUT.PDF**




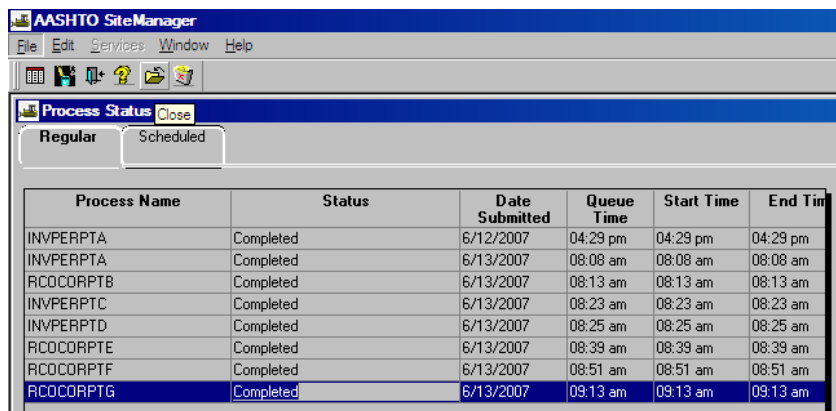
Adobe Reader opens with selected report.  
 “Click” the **Print** icon on the toolbar to begin printing to the default printer.



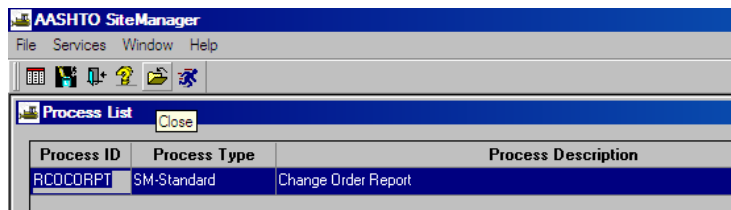
A copy of the report can be saved by “clicking” on **File** on the menu bar and “clicking” on **Save a Copy** from the drop down menu.




To exit “Click” on the X in the upper right hand corner.  
 “Click” the **Close**  button on the toolbar to exit the **Files for Process** panel.



“Click: the **Close**  button on the toolbar to exit the **Process Status** panel.



“Click” the **Close**  button on the toolbar to exit the **Process List** panel.